

City of Roswell, NM

Human Resources Department

P.O Box 1838

Roswell, New Mexico USA 88202-1838

(575) 637-6268

Fax: (575) 624-6927

January 1, 2013

Police Officer - Lateral Transfer (13-002)

INFORMATION PACKAGE

Thank you for your interest in employment with the City of Roswell Police Department. Please review carefully all the information provided. In order to be considered for employment with the Roswell Police Department, you must return the application packet on or before December 30, 2013. Materials returned by mail must be postmarked on or before December 31, 2013 and mailed to the address above, Attn: Human Resources.

The following information contained in the application packet must be completed and returned to the Human Resources Office as part of the application.

1. *Application for Employment.* Complete pages 1 through 4 and page A as directed.
2. City of Roswell "Pre-Employment Release and Waiver" form.
3. *Physical Fitness Release and Consent Form.* Must be completed and signed by the applicant.

Also enclosed with the application packet is an Employment Information sheet on the City of Roswell Police Department, the Employment Procedure for the City of Roswell, Physical Fitness Demonstration Standards information and the Job Description. You may retain this information for your own personal records.

The City of Roswell will have two processes for Police Officer following the application deadline. One is for lateral transfer (New Mexico Certified Law Enforcement Officers) applicants and one for Police Recruit applicants. Salaries for lateral transfer applicants will be based on the years of experience.

During the application process, application packets will be reviewed by the Police Hiring Committee on a regular basis throughout the year. Enclosed are details of the pre-employment testing procedures.

If you have any questions regarding the Roswell Police Department employment process, you may contact Officer Erica O'Bryon at (575) 624-6770 ext. 214, or Sheila Nunez at (575) 637-6242.

CITY OF ROSWELL, NM
EMPLOYMENT INFORMATION

POLICE OFFICER - LATERAL TRANSFER

GENERAL

The following is a brief explanation of the City of Roswell Police Department (RPD) employment information and the City of Roswell benefits. This is not intended to be a complete explanation nor is it to be considered a contract regarding such employment and benefits.

SALARY INFORMATION

The starting salary for a lateral transfer Police Officer is based on the following:

STEP	HOURLY RATE	ANNUAL SALARY
2	\$16.8790	\$35,108.32
3	\$17.7230	\$36,863.74
4	\$18.6091	\$38,706.92
5	\$19.5396	\$40,642.27

Steps 3 and higher must be approved by the City Manager. To be eligible for an enhanced starting pay rate, the applicant must hold a current valid Basic Police Officer Certification issued by a Law Enforcement Academy. The applicant must have been employed as a full-time salaried law enforcement officer with either a municipal, county, state, federal, or military law enforcement agency and does not have to be continuous service with one agency. Candidates other than New Mexico certified law enforcement officers will require a refresher course at the New Mexico Law Enforcement Academy. This may also include campus police officers or school police officers. Experience for purposes of enhanced starting pay does not include work as a jailor, detention officer, or private security officer.

WORKING CONDITIONS

The RPD works various shift rotations. Police Officers also receive compensation for court time and training outside of normal duty hours.

UNIFORMS

The RPD provides its officers with an initial set of uniforms and, after 18 months of continuous service, a uniform allowance of \$800.00 per year. Thereafter, equipment provided includes a baton, handcuffs, ballistics vest and a raincoat. All other equipment must be provided by the Police Officer/Police Recruit and must meet RPD regulations.

TRAINING

Non-certified applicants who are accepted for employment with the RPD will be sent to the New Mexico Law Enforcement Academy in Santa Fe for certification in a twenty-two (22) week course. The non-certified officer must be certified within one year of the date of hire.

Applicants who are certified in another state may be considered for the abbreviated certification process at the New Mexico Law Enforcement Academy in Santa Fe.

Employees who are hired and who attend the New Mexico Law Enforcement Academy do so at the expense of the City of Roswell and are paid while at the academy.

BENEFITS INFORMATION

The benefit package the City of Roswell provides for its employees amounts to approximately 35% of payroll — for every dollar of salary paid to an employee, the City pays an additional thirty-five cents in benefits. The benefits package is subject to change as the City deems necessary.

HEALTH INSURANCE (Voluntary)

Health insurance coverage is provided by various companies as indicated in the State of New Mexico, Risk Management guidelines. The employees cost for the insurance premium depends on the health plan selected.

Employees may choose to enroll **eligible** dependents which includes lawful spouse and/or unmarried natural, adopted or stepchildren until their 26th birthday. Extended family members are not eligible under any circumstances. The employee and dependents are provided a medical card and prescription cards which can be used at participating pharmacies. The amount of co-pays for doctors visits and other medical services depends on the health plan selected. The employees coverage will be in effect the first of the month following the completion of 30 days of employment. A more complete explanation of coverages is available from the Human Resources Insurance Clerk.

LIFE INSURANCE

Life Insurance is provided for the employee through the State of New Mexico.

DENTAL INSURANCE (Voluntary)

This is a voluntary benefit paid for by the employee. The City will payroll deduct the premium from the employees paycheck as a courtesy. Employees may enroll themselves alone or employees may enroll themselves and all eligible dependents.

VISION INSURANCE (Voluntary)

This is also a voluntary benefit paid for by the employee. The City will payroll deduct the premium from the employees paycheck as a courtesy. Employees may enroll themselves alone or employees may enroll themselves and all eligible dependents.

FLEXIBLE SPENDING ACCOUNTS (Voluntary)

Premium Only Plan (POP): This plan is of no cost to employees and allows them to pay insurance premiums (health, dental, vision) on a pre-tax basis. Employees will automatically be enrolled in this plan unless a waiver is signed.

Medical Reimbursement. This allows employees to set aside monies on a pre-tax dollar basis for any out of pocket medical expenses such as doctor visit co-pays, prescription co-pays, dental and vision deductibles etc. The minimum employees can set aside is \$5.00 per pay period to a maximum of \$92.00 per pay period. This benefit runs from calendar year to calendar year and employees must enroll each year that employees wish to participate.

Dependent Care. This also allows employees to set aside monies on a pre-tax dollar basis for dependent child care. This allows employees to set aside \$5,000.00 yearly if employees are single or married filing jointly **or** \$2,500.00 if employees are married filing separately. This plan replaces the year-end tax credit for which employees would normally be entitled.

Flexible Spending Accounts save employees taxes on money employees set aside for expenses. Detail information is available in the insurance office.

RETIREMENT

The City of Roswell is a member of the Public Employees Retirement Association (PERA). All City employees except full-time students and temporary employees must be a member of PERA as a condition of employment.

Police personnel contribute 12.3% of their salary for retirement and the City contributes 22.5%. Police members may retire with 20 years of service at any age. Retirement benefits are calculated at 3.5% of final average salary times years of credited service with a maximum retirement benefit of 80% of final average salary which is reached with 22 years and 11 months of service.

An employee who terminates his employment prior to retirement may request and receive a refund of the amount he has paid to PERA plus interest earned. An employee may also roll-over his account to an IRA or leave the money in PERA and retain the retirement points earned.

ANNUAL LEAVE

Annual leave begins to accrue on the first of the month following 30 days from the date of hire but cannot be utilized until after satisfactory completion of the initial probation period, which is one year. Accrual rate for full-time employees is based on years of service as follows:

1 - 60 months of service	6.66 hours per month (80 hours per year)
61 - 180 months of service	10.0 hours per month (120 hours per year)
181 or over months of service	13.33 hours per month (160 hours per year)

The maximum amount of annual leave which may be carried over from one calendar year into the next is 200 hours.

SICK LEAVE

Sick leave begins to accrue on the first of the month following 30 days from the date of hire. Sick leave accrues at the rate of 8 hours per month. There is no maximum number of hours which may be accrued. Sick leave has no other value and may not be converted to annual leave nor may it be sold back to the City.

HOLIDAYS

The City of Roswell observes eight holidays per year as follows:

New Year's Day	January 1
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Thanksgiving Holiday	Friday following Thanksgiving
Christmas Day	December 25

A holiday which falls on a Saturday will be observed on the preceding Friday and a holiday which falls on a Sunday will be observed on the following Monday.

PERSONAL LEAVE

An employee who has completed a full calendar year of employment receives one (1) shift paid personal leave per calendar year.

CREDIT UNION

City employees are eligible to become members of the Otero Federal Credit Union for checking and savings accounts, loans and other banking needs.

DEFERRED COMPENSATION

City employees may participate in the deferred compensation program through the Nationwide Retirement Solutions as a supplement to PERA retirement.

LONGEVITY

Full-time employees who complete three years of continuous service with the City receive longevity pay effective on the pay period closest to the third anniversary. Longevity is \$5.00 per month for each year of service beginning with \$15.00 per month at the third anniversary. The amount of longevity increases annually thereafter.

DIRECT DEPOSIT PROGRAM

City employees may participate in a direct deposit program.

CITY OF ROSWELL, NM

EMPLOYMENT PROCEDURE

Police Officer - Lateral Transfer

GENERAL

The City of Roswell Human Resources Department and Police Department have adopted the following employment procedures effective April 25, 1994. This information is subject to change.

APPLICATION PROCESS

A selection process is normally conducted as deemed necessary by the Police Department. Job seekers, from out of town, who are interested in employment with the Roswell Police Department (RPD) may download the application package on-line at <www.roswell-nm.gov> or, if needed, call the Human Resources department and application will be mailed.

APPLICATION PROCESS PROCEDURE

1. Application Packet. The forms in the application packet and the application form must be completed in its entirety and returned to the Human Resources Department by the application deadline. Failure to present all documents as required in the cover letter will result in the candidate being disqualified from further consideration.
2. Driver's License/Criminal History Check. The application packets will be sent to the RPD for driver's license and basic criminal history checks. Applicants who meet the requirements will be notified of the pre-employment testing date. If selected, an independent driver's license check will be conducted.
3. Pre-Employment Testing. The pre-employment testing consists of a physical fitness demonstration and a written test. The physical fitness demonstration is based upon the requirements of the New Mexico Law Enforcement Academy and information on the requirements is included in the application information packet. Applicants who successfully complete the physical fitness demonstration will proceed to the written exam.

The written exam is a multiple choice exam. Materials necessary for the examination will be supplied. The exams will be scored immediately following completion of the exam. Please note that food, drinks, calculators and other personal belongings will not be allowed in the exam room. Also, beepers and/or cell phones must be turned off. Upon successful completion of the testing the applicant will be provided with a supplemental application package as indicated below.

4. Supplemental Application Package. This package must be completed in full and returned to the Police Department.
5. Interviews. Applicants who successfully complete the written test will be scheduled for oral interviews with the Police Hiring Committee. Out-of-town applicants will be interviewed first, beginning in the afternoon following the written test. Applicants must travel at their own expense for the employment process. Other applicants will be scheduled for an interview which will take place within two weeks of the testing date.

6. Ranking of Candidates/Eligibility Lists. The application packet, physical fitness demonstration information, written test score and oral interview scores will be reviewed by the Police Hiring Committee for eligibility ranking. The RPD typically has a certified eligibility list and a non-certified eligibility list. As openings become available, the selected applicant(s) will continue through the application process.
7. Background Investigation. When the applicant's name comes up on the eligibility list, the background investigation will commence. An applicant whose background investigation is rated unsatisfactory will be disqualified from further consideration.
8. Conditional Offer of Employment. Once the applicant passes the background investigation, the Human Resources Department will prepare the appropriate paperwork. When approved, they will offer the individual the position of Police Officer - Lateral Transfer contingent upon satisfactory completion of all portions of the application process which includes, but is not limited to, psychological exam, chiefs' interview and physical exam.
9. New Mexico Law Enforcement Academy (LEA) Exam. After the non-New Mexico Certified candidate has been employed, and is not certified by the State of New Mexico, he will be required to undergo an LEA physical examination prior to being sent to the academy. These exams will be conducted by a City-designated physician and will include:
 - a. Lab Work/Drug Screen:
 - Blood Chemistry (Chem 20 or equivalent)
 - Complete Blood Count (CBC)
 - Complete Urinalysis (not Dipstick)
 - Serology (RPR or equivalent)
 - Tuberculosis (Mantoux) Testing
 - Electrocardiogram (ECG) (Resting)
 - Chest X-Ray (CXR) (if Tuberculosis test is positive)
 - Drug Screen (THC, Cocaine, Amphetamines, Opiates, Barbiturates, Methadone, Methacholine, Phencyclidine, Propoxyphene, Benzodiazepines, Alcohol, Anabolic Steroids)
 - b. Physical exam interview by a City designated physician.
10. Expiration of Eligibility. The eligibility lists will be maintained for a period of six months from the date of review and ranking by the Police Hiring Committee. Dates may vary depending upon the processing dates.
11. Disqualification Provisions. An applicant who is disqualified during any portion of the application process is eligible to participate in the next application process.

CITY OF ROSWELL, NM

PRE-EMPLOYMENT RELEASE AND WAIVER

I hereby authorize any authorized representative of the City of Roswell bearing this release or a copy thereof to obtain information contained in any file, Motor Vehicle Record (MVR), computer bank, or other compilation system relating to former employment, educational, or criminal history information matters. This waiver extends to any and all information possessed by an educational institution or former employers. It also extends to any and all information possessed by local, state, or federal law enforcement agency which retains criminal history information. It extends also to any and all information compiled in the internal affairs or disciplinary records of any law enforcement agency wherein I have been accused of misconduct, whether sustained or not.

I understand that if I am hired for the position for which I am applying this release is good for the term of my employment with the City of Roswell.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Roswell.

Consent is granted for the City of Roswell to furnish the information described above to third parties in the course of fulfilling its official responsibilities. A photocopy or facsimile copy of this release form will be valid as an original thereof, even though the said photocopy or facsimile contains a copy of my signature.

I hereby release you, as the custodian of such records, and any school, college, university or other educational institution, former employer of any capacity, law enforcement agency, including its officers, employees, or related personnel both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family and associates resulting from the authorized release of information or attempted release of such information, pursuant to the terms of this release and waiver.

Printed name of applicant

Signature of applicant

Date

State of

County of

Subscribed and sworn to before me this _____ day of _____, 20____,

by _____.
(Applicant)

Seal

Notary Public

My Commission Expires:

**RETURN TO THE CITY HUMAN RESOURCES DEPARTMENT SIGNED BY
YOURSELF AND A NOTARY PUBLIC**